

Website privacy policy

BTMK Solicitors Limited (BTMK) takes your privacy very seriously. We ask that you read this Privacy policy carefully as it contains important information about what to expect when BTMK collects personal information about you and how BTMK will use your personal data.

BTMK's registered office is 19 Clifftown Road, Southend-on-Sea, Essex SS1 1AB.

- This policy applies to information we collect about:
- visitors to our website
- people who register for our service

1. The information we collect about you

When you register for our service we collect the following personal information from you:

- 1.1. name
- 1.2. postal address, email address and telephone number

2. How we will use the information about you

We gather this information to allow us to provide the services requested. The relevant information is then used by us to communicate with you on any matter relating to the conduct of your instructions in general. If you agree, we may also contact you about other products and services we think may be of interest to you. We may also use aggregate information and statistics for the purposes of monitoring website usage in order to help us to develop our website and our services. We may also provide such aggregate information to third parties. These statistics will not include information that can be used to identify you.

3. Marketing

We may also wish to provide you with information about special features of our website or any other service we think may be of interest to you. If you would rather not receive this information, please send an email message with the subject "unsubscribe me" to Judith Kundi at Judith.kundi@btmk.co.uk. If you agree to us providing you with marketing information, you can always opt out at a later date.

4. Cookies and other information-gathering technologies

- 4.1. Our website uses cookies. Cookies are text files placed on your computer to collect standard Internet log information and visitor behaviour information. These cookies allow us to distinguish you from other users of the website which helps us to provide you with a good experience when you browse our website and also allows us to improve our site.
- 4.2. For more information on which cookies we use and how we use them, see our Cookies policy.

5. How we protect your information

We have put in place the following security procedures and technical and organisational measures to safeguard your personal information:

- Hardware firewall
- SSI browser certification
- Encryption
- Limited access
- Use of passwords

We will use all reasonable efforts to safeguard your personal information. However, you should be aware that the use of the Internet is not entirely secure and for this reason we cannot guarantee the security or integrity of any personal information which is transferred from you or to you via the Internet.

6. Overseas transfers

The information you provide may be transferred to countries outside the European Economic Area (EEA) that do not have similar protections in place regarding your data and restrictions on its use as set out in this policy. However, we will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein. By submitting your information you consent to these transfers for the purposes specified above.

7. Access to your information and updating and correcting your information

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please send an email to Judith.kundi@btmk.co.uk or send a letter to Judith Kundi at BTMK, Madison House, 100 Alexandra Road, Southend-on-Sea, Essex SS1 1HQ. We may make a small charge for this service.

We want to ensure that your personal information is accurate and up to date. If any of the information that you have provided to BTMK changes, for example if you change your email address or name, please let us know the correct details by sending an email to Judith.kundi@btmk.co.uk or send a letter to Judith Kundi at BTMK, Madison House, 100 Alexandra Road, Southend-on-Sea, Essex SS1 1HQ. You may ask us, or we may ask you, to correct information you or we think is inaccurate, and you may also ask us to remove information which is inaccurate.

8. Your consent

By submitting your personal information you consent to the use of that information as set out in this policy.

9. Changes to Privacy policy

We keep our Privacy policy under regular review. If we change our Privacy policy we will post the changes on this page, and place notices on other pages of the website, so that you may be aware of the information we collect and how we use it at all times.

10. How to contact BTMK

We welcome your views about our website and our Privacy policy. If you would like to contact us with any queries or comments please send an email to Judith.kundi@btmk.co.uk or send a letter to Judith Kundi at BTMK, Madison House, 100 Alexandra Road, Southend-on-Sea, Essex SS1 1HQ.

11. Links to other websites

Our website contains links to other websites. This Privacy policy applies only to this website so when you access links to other websites you should read their own privacy policies.